

draft ORGANISATIONAL FUNCTIONS

2008 AVP-Australia National Gathering

Functions	Resource person	Providers
PRE-GATHERING		
Liaison between groups	Katherine	
NG'08 & Group Reports		Katherine
Preparation	Katherine	
Decisions		AVP(NSW) Council
Documentation & dissemination		Katherine
Planning	Sabine	
NG'08 Schedule		
Timetable sessions		
Allocate function volunteers		
GATHERING CO-ORDINATION		
Carers		
Needs/issues/conflicts/vibes gathering/groups/people		Rep from each AVP-Oz group
Daily facilitation/coordination		
Schedule/timekeeping		Daily volunteers
Evaluation/feedback/posters		Daily volunteers
Resources		Daily volunteers
Vibes		Daily volunteers
Session facilitation		Facilitators from each group
BUSINESS		
Coordinate & chair business meeting	John	John
Agenda		
Agenda dissemination		
Minutes		
Letter for facilitators who do not attend		
LOGISTICS		
Facility	Malcolm	
School responsibility/key	Malcolm	
Photo-copying/printing/computers	Malcolm	
Resources	Malcolm	
Posters, textas etc.	Malcolm	
Laptops/internet/dataprojector/camera/recorder/dvd		
Podcasting		
Manuals & sale of resources	Malcolm	
Registration	Malcolm	
Money	Malcolm	volunteer
Attendance		
TRAINING		
Sharing new learning activities	Katherine	
Wiki demonstration	Katherine	Katherine
Other		
GATHERING SOCIAL ACTIVITIES		
Friday Dinner		
MC - entertainment		
Saturday Dinner		
GATHERING HOUSEKEEPING		
Housekeeping		
Preparation & cleaning		
Volunteer list		
Clean up		
Catering	Malcolm	
Advance shopping		
Daily shopping		
Friday shared meal		
POST GATHERING		
Report		
Feedback		
Report collation		
Report dissemination	Katherine	
NG'09 & NG'10		